

Program Design Form

Program/Activity

Audience

Who will be involved: Age? Number? Past experiences?

Objectives

Timeline (Starting and ending dates? Ongoing process?)

Location (Where will program be held or planned or maintained?)

Leadership Jobs

Resources and Equipment Needed

Publicity Plan (if needed)

Budget (What will it cost? Where will funds come from?)

Permission/Registration

(Is registration necessary? Is parental permission required?)

Evaluation Procedures

(Are periodic check-ins appropriate? with leaders? youth? parents?
Who will track or maintain program? How will you tell if it is meeting objectives?)